

## Filling Out the Form

The following guide provides examples of the TBI form filled out. All the information provided in this guide is just for example purposes only. All sections display each section before filling it out.

1. Navigate to the following link:

[njdhs.prod.simpligov.com/prod/portal/ShowWorkFlow/AnonymousEmbed/a880110f-dd71-4b13-ae5b-65772ca565aa](https://njdhs.prod.simpligov.com/prod/portal/ShowWorkFlow/AnonymousEmbed/a880110f-dd71-4b13-ae5b-65772ca565aa)

## Applicant Information

### Applicant Information

First Name *	Middle Initial	Last Name *
<input type="text"/>	<input type="text"/>	<input type="text"/>
Address *		
<input type="text"/>		
Apt/Unit/Suite/POBox Number	Phone *	
<input type="text"/>	<input type="text"/>	
Email (This email will be used for acknowledgment and notifications) *	Date of Birth *	
<input type="text"/>	<input type="text" value="MM/DD/YYYY"/>	
Upload one of the documents from a list below *		
<input type="radio"/> Driver's License		
<input type="radio"/> State ID		
<input type="radio"/> Government Issued Correspondence		
<input type="radio"/> Current Utility Bill		
Upload your document *		
<input type="button" value="Select files..."/>		
Preferred Method of Communication		
<input type="checkbox"/> Verbal <input type="checkbox"/> Written <input type="checkbox"/> Verbal with written follow-up		
Is someone filling this form out on your behalf?		
<input type="radio"/> Yes		
<input type="radio"/> No		

1. Enter the required information.

**Applicant Information**

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First Name \*  Middle Initial  Last Name \*

Address \*

Apt/Unit/Suite/POBox Number  Phone \*

Email (This email will be used for acknowledgment and notifications) \*  Date of Birth \*

2. Select a document type from the list to upload.
3. **Upload your document** by selecting, **Select files...**

**Important: If your documents are not saved on the computer, please scan and save them. Be sure to save the documents in one place that you can remember. Once you select, Select files... A window with folders and saved items is displayed. Navigate to the location with the saved files and add each document, one at a time.**

4. Select the relevant information.

Upload one of the documents from a list below \*

Driver's License  
 State ID  
 Government Issued Correspondence  
 Current Utility Bill

Preferred Method of Communication

Verbal     Written     Verbal with written follow-up

Is someone filling this form out on your behalf?

Yes  
 No

Upload your document \*

Select files...

✓ Done

TEST - For attachments in forms.pdf ✕

File(s) uploaded successfully.

5. Select an option from the **Person filling out the form, if different from the Applicant** drop-down menu.
6. Add the relevant document by selecting, **Select files...**

**Important: If your documents are not saved on the computer, please scan and save them. Be sure to save the documents in one place that you can remember. Once you select, Select files... A window with folders and saved items is displayed. Navigate to the location with the saved files and add each document, one at a time.**

Is someone filling this form out on your behalf?

Yes  
 No

Person filling out the form, if different from the Applicant: \*

Power of Attorney

Upload Documentation of Power of Attorney or Legal Guardian \*

Select files...

## Examples of Options from the Applicant Drop-Down Menu.

**Note: If you selected Yes to Person filling out the form, is different from the Applicant you may have to attach additional documents or provide an explanation.**

Person filling out the form, if different from the Applicant: \*

Legal Guardian

Upload Documentation of Power of Attorney or Legal Guardian \*

Select files...

**Note: If you selected Parent, there are no additional fields.**

Person filling out the form, if different from the Applicant: \*

Parent

**Note: If you select Other, an additional field is displayed.**

Person filling out the form, if different from the Applicant: \*

Other ▾

Provide explanation for "Other" \*

**Applicant Demographic Information**

Please provide the required information.

**Applicant Demographic Information**

Citizenship Status \*

-- Select one -- ▾

Marital Status \*

-- Select one -- ▾

Gender Identity \*

-- Select one -- ▾

Race/Ethnicity \*

-- Select one -- ▾

Level of Education \*

-- Select one -- ▾

Do you have dependent children? (A dependent is a qualifying child who relies on you for financial support) \*

-- Select one -- ▾

Employment Status \*

-- Select one -- ▾

What is your living situation? \*

-- Select one -- ▾

## Filling Out the Applicant Demographic Information

**Note: The examples in this section display fields that require more information.**

1. Select an option from the **Citizenship Status** drop-down menu.
2. Upload the required documents by selecting, **Select files..** Enter additional information.

**Important: If your documents are not saved on the computer, please scan and save them. Be sure to save the documents in one place that you can remember. Once you select, Select files... A window with folders and saved items is displayed. Navigate to the location with the saved files and add each document, one at a time.**

**Applicant Demographic Information**

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Citizenship Status \*

Certificate Type \*

Upload US Passport (expired is ok) or Permanent Resident Card \*

**Select files...**

✓ Done

 TEST - For attachments in forms.pdf x  
File(s) uploaded successfully.

Certificate # \*

**or**

**Applicant Demographic Information**

---

Citizenship Status \*

Upload US Passport (expired is ok) or Permanent Resident Card \*

**Select files...**

✓ Done

 TEST - For attachments in forms.pdf x  
File(s) uploaded successfully.

3. Select an option from the drop-down menus.

Marital Status \*  
Widowed

Gender Identity \*  
Female

Race/Ethnicity \*  
White

Level of Education \*  
Associate's Degree

Do you have dependent children? (A dependent is a qualifying child who relies on you for financial support) \*  
Yes

Employment Status \*  
Retired

4. Select an option from the **What is your living situation?**

What is your living situation? \*

-- Select one --

Home  
Hospital  
Assisted Living  
Independent Living Facility  
Nursing Facility  
Group Home

**Note: If you select Home from the drop-down menu, you have to select Own or Rent.**

What is your living situation? \*

Home

Own or Rent? \*

Own

Rent

## Medical Information

**Medical Information**

Year most recent TBI occurred (yyyy) \*      Date TBI occurred (mm/dd)      Cause of TBI \*

-- Select one --      MM/DD     

Treatment received for TBI \*

### Filling Out Medical Information

1. Select the **Year most recent TBI occurred (yyyy)**.
2. Enter the required information.

**Medical Information**

Year most recent TBI occurred (yyyy) \*      Date TBI occurred (mm/dd)      Cause of TBI \*

2024      07/22      accident

Treatment received for TBI \*

therapy

## Financial Information

**Financial Information**

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Annual Income (For applicants 18 years or younger, income of parents or guardian. For married applicants, total combined marital income) \$ \*

Have you received a settlement or civil judgment made in connection to your TBI? \*

Yes  
 No  
 Do not know

Are there any pending claims such as, lawsuits, divorce settlements, inheritance, accident claims, medical malpractice, or other claims? \*

Yes  
 No  
 Do not know

Do you have liquid assets \$100,000 or more?

*"Liquid assets" are assets that are convertible to cash within 30 days. Liquid assets for the applicant or his or her immediate family include checking and savings accounts, stocks, bonds, treasury notes, and similar instruments. The home where the Applicant lives, vehicles, and personal property are not considered liquid assets. For applicants 18 years or younger, liquid assets of the parent(s)/guardian(s) will be considered. Individual and jointly held assets of married couples will be considered. "Immediate family" is defined as: Biological or adoptive parent(s) or other persons who have been legally determined to be financially responsible for an applicant/beneficiary who is under the age of 18 or Persons who have been legally determined to be financially responsible for an applicant/beneficiary who is over the age of 18, including a legally recognized partner. \**

Yes  
 No

Savings Amount (\$) \*

Additional saving account

Yes  
 No

Checking Amount (\$) \*

Additional checking account

Yes  
 No

Stocks/Bonds (\$)

Other Assets(\$)( i.e. Trust Fund)

Do you receive Direct Express? \*

Yes  
 No

Do you own or have interest in whole or in part, any properties other than your primary residence (including but not limited to other homes, land, and buildings)? \*

Yes  
 No

## Filling Out Financial Information

**Note: The additional fields are displayed once you enter your Income.**

1. Enter your **Annual Income**.

**Financial Information**

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Annual Income (For applicants 18 years or younger, income of parents or guardian. For married applicants, total combined marital income) \$ \*

  
  

<p>Wages (\$), If not received, enter \$0 *</p> <input style="width: 90%;" type="text" value="10000"/>	<p>How often?</p> <input style="width: 90%;" type="text" value="Bi-Weekly"/>
<p>Social Security (\$), If not relevant to you, enter \$0 *</p> <input style="width: 90%;" type="text" value="5000"/>	<p>How often?</p> <input style="width: 90%;" type="text" value="Monthly"/>
<p>Alimony received (\$), If not relevant to you, enter \$0 *</p> <input style="width: 90%;" type="text" value="15000"/>	<p>How often?</p> <input style="width: 90%;" type="text" value="Monthly"/>
<p>Worker's Compensation/ Disability (\$), If not relevant to you, enter \$0 *</p> <input style="width: 90%;" type="text" value="10000"/>	<p>How often?</p> <input style="width: 90%;" type="text" value="Annually"/>
<p>Other income (\$), If not relevant to you, enter \$0 *</p> <input style="width: 90%;" type="text" value="10000"/>	<p>How often?</p> <input style="width: 90%;" type="text" value="Quarterly"/>

**Note: If you enter 0 for your Annual Income an additional field is displayed. Please explain.**

**Financial Information**

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Annual Income (For applicants 18 years or younger, income of parents or guardian. For married applicants, total combined marital income) \$ \*

  
  

You have indicated \$0 income. How do you pay your bills? \*

Savings

**Note: All the information that is displayed in the screenshots are only examples. There is no real information provided.**

- Select **Yes**, **No**, or **Do not know**. If **Yes**, please provide details.

Have you received a settlement or civil judgment made in connection to your TBI? \*

Yes  
 No  
 Do not know

<p>Type of Settlement *</p> <div style="border: 1px solid #ccc; padding: 2px; width: 100%;">Settlement</div>	<p>Docket Number *</p> <div style="border: 1px solid #ccc; padding: 2px; width: 100%;">1:21-cv-6113-MW</div>
<p>Amount of settlement \$ *</p> <div style="border: 1px solid #ccc; padding: 2px; width: 100%;">70000</div>	<p>Attorney Name *</p> <div style="border: 1px solid #ccc; padding: 2px; width: 100%;">Jane Doe</div>
<p>Attorney Email *</p> <div style="border: 1px solid #ccc; padding: 2px; width: 100%;">jane.doe@gmail.com</div>	<p>Attorney Phone *</p> <div style="border: 1px solid #ccc; padding: 2px; width: 100%;">(123) 456-7879</div>
<p>Attorney Address *</p> <div style="border: 1px solid #ccc; padding: 2px; width: 100%;">780, Cedar Lane, Teaneck, New Jersey, Berg</div>	

- Select **Yes**, **No**, or **Do not know**. If **Yes**, please provide details.

Are there any pending claims such as, lawsuits, divorce settlements, inheritance, accident claims, medical malpractice, or other claims? \*

Yes  
 No  
 Do not know

If yes, please provide details of the claims, including but not limited to, the date monies were received and the type of claim. \*

Waiting for accident claims. It is supposed to be received on August 1,2024.

- Enter all **liquid assets that are \$100,000 or more**.

**Note: Once you enter an amount in any of the Accounts fields, the Select files... are displayed.**

- Attach all required documents.

**Important: If your documents are not saved on the computer, please scan and save them. Be sure to save the documents in one place that you can remember. Once you select, Select files... A window with folders and saved items is displayed. Navigate to the location with the saved files and add each document, one at a time.**

Do you have liquid assets \$100,000 or more?

*"Liquid assets" are assets that are convertible to cash within 30 days. Liquid assets for the applicant or his or her immediate family include checking and savings accounts, stocks, bonds, treasury notes, and similar instruments. The home where the Applicant lives, vehicles, and personal property are not considered liquid assets. For applicants 18 years or younger, liquid assets of the parent(s)/guardian(s) will be considered. Individual and jointly held assets of married couples will be considered. "Immediate family" is defined as: Biological or adoptive parent(s) or other persons who have been legally determined to be financially responsible for an applicant/beneficiary who is under the age of 18 or Persons who have been legally determined to be financially responsible for an applicant/beneficiary who is over the age of 18, including a legally recognized partner. \**

Yes  
 No

<p>Savings Amount (\$) *</p> <input type="text" value="200000"/>	<p>Please upload prior bank statements (1) *</p> <p>Select files...</p> <p>✓ Done</p> <p>TEST - F... File(s) upload</p>	<p>Please upload prior bank statements (2) *</p> <p>Select files...</p> <p>✓ Done</p> <p>TEST - F... File(s) upload</p>	<p>Please upload prior bank statements (3) *</p> <p>Select files...</p> <p>✓ Done</p> <p>TEST - F... File(s) upload</p>
<p>Additional saving account</p> <p><input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Additional Saving amount (\$) *</p> <input type="text" value="200000"/>	<p>Please upload prior bank statements (1) *</p> <p>Select files...</p> <p>✓ Done</p> <p>TEST - F... File(s) upload</p>	<p>Please upload prior bank statements (2) *</p> <p>Select files...</p> <p>✓ Done</p> <p>TEST - F... File(s) upload</p>	<p>Please upload prior bank statements (3) *</p> <p>Select files...</p> <p>✓ Done</p> <p>TEST - F... File(s) upload</p>
<p>Checking Amount (\$) *</p> <input type="text" value="200000"/>	<p>Please upload prior bank statements (1) *</p> <p>Select files...</p> <p>✓ Done</p> <p>TEST - F... File(s) upload</p>	<p>Please upload prior bank statements (2) *</p> <p>Select files...</p> <p>✓ Done</p> <p>TEST - F... File(s) upload</p>	<p>Please upload prior bank statements (3) *</p> <p>Select files...</p> <p>✓ Done</p> <p>TEST - F... File(s) upload</p>

Additional checking account  
 Yes  
 No

6. Enter the required information.

**Important: Attach all required documents. Important: If your documents are not saved on the computer, please scan and save them. Be sure to save the documents in one place that you can remember. Once you select, Select files... A window with folders and saved items is displayed. Navigate to the location with the saved files and add each document, one at a time.**

	Please upload prior bank statements (1) * Select files... Done TEST - F... File(s) upload	Please upload prior bank statements (2) * Select files... Done TEST - F... File(s) upload	Please upload prior bank statements (3) * Select files... Done TEST - F... File(s) upload
Additional Checking Amount (\$) * 300000	Please upload most recent Stock/Bonds Quarterly statement(s) * Select files... Done TEST - For attachments in forms.pdf File(s) uploaded successfully.		
Stocks/Bonds (\$) * 450000	Please upload most recent Other Assets Quarterly statement(s) * Select files... Done TEST - For attachments in forms.pdf File(s) uploaded successfully.		
Other Assets(\$) (i.e. Trust Fund) 101000	Please upload prior bank statements (1) * Select files... Done TEST - F... File(s) upload	Please upload prior bank statements (2) * Select files... Done TEST - F... File(s) upload	Please upload prior bank statements (3) * Select files... Done TEST - F... File(s) upload
Do you receive Direct Express? * <input checked="" type="radio"/> Yes <input type="radio"/> No			

7. Select **Yes, No**. If **Yes**, please provide details.

Do you own or have interest in whole or in part, any properties other than your primary residence (including but not limited to other homes, land, and buildings)? \*

Yes  
 No

Type(s) of Property * Apartment Building	Address of Property New Jersey, United States
Type(s) of Property House	Address of Property New Jersey, United States
Type(s) of Property Parking lot	Address of Property New Jersey, United States

## Health Insurance Information

**Health Insurance Information**

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Do you have health insurance? \*

Yes

No

### Filling Out Health Insurance Information

**Note: All types of insurance are selected just for example purposes.**

1. Select **Yes**, or **No**.
2. Select the **Type of Insurance**.
3. Enter the required information about your insurance.

Do you have health insurance? \*

Yes

No

Type of insurance \*

Private     Medicaid Managed Care Organization (MCO)     Medicare     Dental     Vision     Other

<p>Private Policy Name *</p> <input type="text" value="HealthCo"/>	<p>Private Policy Number *</p> <input type="text" value="T1234G565"/>
<p>Medicare Part A Date Eligible *</p> <input type="text" value="09/15/2024"/>	<p>Medicare Part B Date Eligible</p> <input type="text" value="09/15/2024"/>
<p>Medicare Part C Date Eligible</p> <input type="text" value="10/21/2024"/>	<p>Medicare Part D Date Eligible</p> <input type="text" value="10/21/2024"/>
<p>Medicaid Managed Care Organization (MCO) Name</p> <input type="text" value="Managed Care"/>	<p>Medicaid Managed Care Organization (MCO) Policy Number *</p> <input type="text" value="T45433V987"/>
<p>Dental Policy Name *</p> <input type="text" value="Delta"/>	<p>Dental Policy Number *</p> <input type="text" value="D8393454"/>
<p>Vision Policy Name *</p> <input type="text" value="United"/>	<p>Vision Policy Number *</p> <input type="text" value="U43544544"/>
<p>Other, please explain *</p> <p>Private travelers' insurance.</p> <div style="border: 1px solid gray; height: 60px; width: 100%;"></div>	

## Services Information

**Services Information**

Are you currently enrolled or applying for any of these program(s)?

<input type="checkbox"/> Personal Assistance Service Program (PASP)	<input type="checkbox"/> Division of Developmental Disabilities (DDD) Waiver	<input type="checkbox"/> Jersey Assistance for Community (JACC)	<input type="checkbox"/> Managed Long Term Services and Supports (MLTSS)
<input type="checkbox"/> Veteran Affairs	<input type="checkbox"/> Worker's Compensation	<input type="checkbox"/> Pharmaceutical Assistance to the Aged & Disabled (PAAD)/Senior Gold	<input type="checkbox"/> Other Services

Supplemental Nutrition Assistance Program (SNAP)

**\***

I understand the information I submit is subject to verification which I will need to provide. I give permission to the Division of Disability Services and its agents/contractors to contact individuals or other sources that may have knowledge about my circumstances necessary to determine this application. I understand that the Department of Human Services, including its Divisions, eligibility determining agencies, government contractors, and other appropriate State of New Jersey agencies, may exchange information relating to coverage to assist with this application, enrollment, administration, and billing services. I give permission for the TBI Fund Review Committee to review all information necessary to render decisions regarding my application and request for services. I understand that I must sign the attached release for medical documentation in order for my application to be processed. I give third parties permission to share information about me with authorized State staff to assist with this application, enrollment and administration. I understand that I cannot have more than \$100,000 in liquid resources. I understand that I must provide any updates and changes to any information provided on this application including but not limited to, my residence, other health insurance coverage, changes in resources and the filing or outcome of lawsuits. I understand that the TBI Fund has a legal right to be reimbursed for services from any monies received as a result of a settlement, judgement or other payment stemming from the traumatic brain injury. I understand that if I use services and supports without the approval from the TBI Fund/Review Committee, I will have to pay for those services and supports because the TBI Fund will not pay for the service or support provided or obtained prior to the written notification containing the date of the approval.

## Filling Out Services Information

1. Select the relevant Services Information.
2. Select the **I understand the information** box.

**Services Information**

---

Are you currently enrolled or applying for any of these program(s)?

<input type="checkbox"/> Personal Assistance Service Program (PASP)	<input checked="" type="checkbox"/> Division of Developmental Disabilities (DDD) Waiver	<input type="checkbox"/> Jersey Assistance for Community (JACC)	<input type="checkbox"/> Managed Long Term Services and Supports (MLTSS)
<input checked="" type="checkbox"/> Veteran Affairs	<input type="checkbox"/> Worker's Compensation	<input checked="" type="checkbox"/> Pharmaceutical Assistance to the Aged & Disabled (PAAD)/Senior Gold	<input checked="" type="checkbox"/> Other Services

Supplemental Nutrition Assistance Program (SNAP)

**\***

I understand the information I submit is subject to verification which I will need to provide. I give permission to the Division of Disability Services and its agents/contractors to contact individuals or other sources that may have knowledge about my circumstances necessary to determine this application. I understand that the Department of Human Services, including its Divisions, eligibility determining agencies, government contractors, and other appropriate State of New Jersey agencies, may exchange information relating to coverage to assist with this application, enrollment, administration, and billing services. I give permission for the TBI Fund Review Committee to review all information necessary to render decisions regarding my application and request for services. I understand that I must sign the attached release for medical documentation in order for my application to be processed. I give third parties permission to share information about me with authorized State staff to assist with this application, enrollment and administration. I understand that I cannot have more than \$100,000 in liquid resources. I understand that I must provide any updates and changes to any information provided on this application including but not limited to, my residence, other health insurance coverage, changes in resources and the filing or outcome of lawsuits. I understand that the TBI Fund has a legal right to be reimbursed for services from any monies received as a result of a settlement, judgement or other payment stemming from the traumatic brain injury. I understand that if I use services and supports without the approval from the TBI Fund/Review Committee, I will have to pay for those services and supports because the TBI Fund will not pay for the service or support provided or obtained prior to the written notification containing the date of the approval.

## HIPAA Compliant Authorization for the Release of Patient

### Filling Out HIPAA Compliant Authorization for the Release of Patient

1. Please read the **HIPAA COMPLIANT AUTHORIZATION FOR THE RELEASE OF PATIENT INFORMATION PURSUANT TO 45 CFR-164.508**.
2. Select the **I agree** box.
3. **Type, Draw, or Upload** your **Signature**.

**Important: If your documents are not saved on the computer, please scan and save them. Be sure to save the documents in one place that you can remember. Once you select, Select files... A window with folders and saved items is displayed. Navigate to the location with the saved files and add each document, one at a time.**

**HIPAA COMPLIANT AUTHORIZATION FOR THE RELEASE OF PATIENT INFORMATION PURSUANT TO 45 CFR 164.508**

**\***

I agree to the release of the medical information below to the Traumatic Brain Injury Fund for the purposes of determining eligibility. I understand that the TBI Fund reserves the right to contact listed physician for clarification of this information, and that medical information is protected under the Health Insurance Portability and Accountability Act (HIPAA).

By signing below, I certify that the information provided is true, correct and complete to the best of my knowledge. I also certify that I have read and understand my responsibilities under this Fund.

<b>Name *</b>	<b>Date *</b>
<input type="text" value="Jane Doe"/>	<input type="text" value="07/24/2024"/>

**Signature**

× Jane Doe

<input type="text" value="Jane Doe"/>	<input type="button" value="Type"/> <input type="button" value="Draw"/> <input type="button" value="Upload"/> <input type="button" value="Clear"/>
---------------------------------------	--

4. Enter the required information.

(Your) Healthcare Provider Details

<b>Healthcare Provider Name *</b>	<b>Healthcare Provider Phone *</b>
<input type="text" value="John Smith"/>	<input type="text" value="(123) 456-7879"/>
<b>Healthcare Provider Email *</b>	<b>Confirm Healthcare Provider Email *</b>
<input type="text" value="john.smith@gmail.com"/>	<input type="text" value="john.smith@gmail.com"/>

**Note: If your email does not match in the Confirm Your Healthcare Provider’s email field, the message “Emails must match” is displayed. You must confirm your Healthcare Provider’s email to submit the form.**

Confirm Healthcare Provider Email \*

jane.doe@gmail.com

Healthcare Provider's emails must match

- 5. Select **Yes**, or **No**. If you select **Yes**, please attach the required document.
- 6. Select **Save** if you would like to come back to the form at a later time.  
Select **Submit** once you are ready to complete the form.

For Office Use Only:

Was this information entered in manually by a DDS employee on behalf of the applicant?

Yes  
 No

If yes, please upload a scanned copy of original filled and signed form received from an Originator. (Must include, signed "HIPAA COMPLIANT AUTHORIZATION FOR THE RELEASE OF PATIENT INFORMATION PURSUANT TO 45 CFR 164.508") \*

Select files...

✓ Done

TEST - For attachments in forms.pdf x  
File(s) uploaded successfully.

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Note: All attachments combined size should be less than 30MB.  
If you are facing any issues submitting this application online, please contact the NJ TBI Fund at [DHSCO.DDS-TBIFund@dhs.nj.gov](mailto:DHSCO.DDS-TBIFund@dhs.nj.gov) or call 1-888-285-3036.

Save Submit

Once submitted this message is displayed:



## Traumatic Brain Injury Fund Application

Thank you for contacting the NJ Department of Human Services.  
Your submission has been received and will be reviewed by the appropriate staff for follow-up. Currently, its with the referred Physician to fill the medical documentation portion. Please allow some time for response.  
If you are experiencing a life-threatening emergency, please dial 9-1-1.  
If you are having thoughts of suicide, need mental health-related crisis support or you are worried about someone else's mental health, you can call or text 9-8-8.  
If you are experiencing homelessness and need immediate assistance, please dial 2-1-1.  
To go back to the Home page. Click link [The Division of Disability Services | Traumatic Brain Injury Fund](#)

Muchas gracias por contactar al Departamento de Servicios Humanos de New Jersey.  
Su presentación ha sido recibida y será revisada por el personal apropiado para su seguimiento. Actualmente, es el médico referido el que debe completar la parte de la documentación médica. Por favor, espere un poco de tiempo para recibir una respuesta.  
Si usted está experimentando una emergencia que esté poniendo en peligro su vida, por favor marque el 9-1-1.  
Si usted está teniendo pensamientos suicidas, necesita apoyo por una crisis relacionada a la salud mental o está preocupado sobre la salud mental de otra persona, usted puede llamar o enviar un mensaje de texto al 9-8-8.  
Si usted se encuentra sin hogar y necesita asistencia inmediata, por favor marque el 2-1-1.  
Para volver a la página de inicio, Haga clic en el enlace [The Division of Disability Services | Traumatic Brain Injury Fund](#)

**Note: Select the links to learn more about the Division of Disability Services.**

## Emails to the Requester

The following email notifications keep you updated on your form.

An email notification is sent to the requester, notifying them that their Healthcare Provider is currently reviewing the form.



### Traumatic Brain Injury Fund Application



#### Submission Confirmation

Hello Jane Doe,

Thank you for contacting the NJ Department of Human Services. Your submission has been received and will be reviewed by the appropriate staff for follow-up. Currently, it's with the referred Physician to fill the medical documentation portion. Please allow some time for a response.

If you are experiencing a life-threatening emergency, please dial 9-1-1. If you are having thoughts of suicide, need mental health-related crisis support, or are worried about someone else's mental health, you can call or text 9-8-8.

If you are experiencing homelessness and need immediate assistance, please dial 2-1-1.

Muchas gracias por contactar al Departamento de Servicios Humanos de New Jersey. Su presentación ha sido recibida y será revisada por el personal apropiado para su seguimiento. Actualmente, es el médico referido el que debe completar la parte de la documentación médica. Por favor, espere un poco de tiempo para recibir una respuesta.

Si usted está experimentando una emergencia que esté poniendo en peligro su vida, por favor marque el 9-1-1.

Si usted está teniendo pensamientos suicidas, necesita apoyo por una crisis relacionada a la salud mental o está preocupado sobre la salud mental de otra persona, usted puede llamar o enviar un mensaje de texto al 9-8-8.

Si usted se encuentra sin hogar y necesita asistencia inmediata, por favor marque el 2-1-1.

**ACTION REQUIRED:** None

If you have any questions, please reach out to the NJ TBI Fund at [Dhsco.DDS-TBIFund@dhs.nj.gov](mailto:Dhsco.DDS-TBIFund@dhs.nj.gov) or call 1-888-285-3036

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An email notification is sent to the requester, notifying them that it is now under the review of their Healthcare Provider.



## Traumatic Brain Injury Fund Application



### Physician Review Complete

Hello Jane Doe,

This is to notify you that your TBI-APP#:00117 has been received by TBI with medical documentation completed by the Physician, and will be reviewed by the appropriate staff for follow-up. Please allow some time for response.

**ACTION REQUIRED:** None

If you have any questions, please reach out to the NJ TBI Fund at [Dhsco.DDS-TBIFund@dhs.nj.gov](mailto:Dhsco.DDS-TBIFund@dhs.nj.gov) or call 1-888-285-3036

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An email notification is sent to the requester, notifying them that the healthcare provider has not received the medical documentation.

**Note: Your application is cancelled after 30 days if your healthcare provider does not submit their review of the TBI Fund Application.**



## Traumatic Brain Injury Fund Application



### 15 day Reminder Notification to Requester

Hello Requester,

The TBI Fund has not received the required medical documentation for TBI-APP-000:XXX from your healthcare provider. It is recommended that you follow up with your healthcare provider to ensure that they received the email with the medical documentation link. If your required medical documentation is not received within next 15 days, this application will be considered incomplete and will be closed.

If your application is closed and you are still interested in applying to the TBI Fund, you may restart the application process.

**ACTION REQUIRED:** Please follow-up with your Healthcare Provider to submit the medical documentation to TBI.

If you have any questions, please reach out to the NJ TBI Fund at [DHSCO.DDS-TBIFund@dhs.nj.gov](mailto:DHSCO.DDS-TBIFund@dhs.nj.gov) or call 1-888-285-3036

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If the Healthcare Provider does not review your application within 30 days, an email notification is sent to the requester, notifying them that their TBI Fund Application has been canceled.



## Traumatic Brain Injury Fund Application



### TBI Fund Application Cancelled

Dear Requester,

The TBI Fund has not received the required medical documentation from your healthcare provider. This application is incomplete and has been closed.

If your application is closed and you are still interested in applying to the TBI Fund, you may restart the application process.

If you have any questions, please reach out to the NJ TBI Fund at [DHSCO.DDS-TBIFund@dhs.nj.gov](mailto:DHSCO.DDS-TBIFund@dhs.nj.gov) or 1-888-285-3036

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